Expedite Software Instructions

Downloading Program Setup file

- Browse to http://transportation.ky.gov/

- Point to and Click "Business Center"

- Under Contracting Information Point to and Click "Bulletins" (This takes you to the Costruction Procurement Home page)

- To Download the Expedite Setup file go to "Resources" section, Point to and Click "Expedite Software"

- Point to and Click Installation File for "Expedite Bidding Program"

- Point to and Click "Save" to save the setup program to your computer, select a location to save the setup.exe file and Select "OK" (your desktop is the preferred location & will be used in these instructions)

  Note: Different browsers may vary somewhat in the actual instructions to "save" the Setup.Exe file. Follow your browsers instructions if they differ from the following:

   - Point to and Click "Save"

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   - If Expedite already exists on the C Drive, This setup program will override your existing software to update to the most current version.

   - A message may appear on the screen saying:

      Download Complete
      Saved Setup.exe from www.transportation.ky.gov
      Downloaded: (Size and Time of Download)
      Download to: (your chosen location)
      Transfer Rate: (Rate Per Second)

- Close the "Download Complete" Box, Select "Close"

Installation of the Program

Double click the Setup.Exe that has been downloaded to your desktop.

- Read the Welcome Screen then Point to and Click "Next"

- Read the software license agreement and click "yes".

- Destination location, directory listed defaults to C:/Expedite (or another location if you prefer) and Click "Next"

- Click next to Select & create a new program folder (an existing folder can be used but not recommended)

- Message will appear saying "Setup has completed installing Expedite Bid on your computer"

- Point to and Click "Finish"

- The Expedite Bid program will auto-run and the main window should
  Now be visible with Version and Release Date. (You can also click off the check if you decide not to start the program at this time.

- The screen that automatically opens the first time the program is ran is the options menu; this location is used to set up your company information

- The bidder information tab is where you put in your company name, address etc.

- The Agency/ID tab is where you put in your KYTC vendor ID number.
  It is important that the KYTC vendor ID be the five digit number listed on you certificate of eligibility.

- Click "OK" (this will complete the set up of your bidder information)

You can now exit out of the program until you are ready to bid on a project

- Remember, you do not have to install Expedite for each letting. This installation can be Used indefinitely by downloading project bid item data, and adding the downloaded Project items to the C:\Expedite\Bid folder. You will be notified by Construction Procurement of future version changes to the Expedite software on the "Bulletins" page. New Versions will need to be downloaded from the KYTC Website and reinstalled on your computer.

Downloading Bid Item files

- Browse to http://transportation.ky.gov/

- Point to and Click "Business Center"

- Under Contracting Information Point to and Click "Bulletins" (This takes you to the Construction Procurement Home page)

- Point to and Click "Lettings" on the left side of the page.

- Point to and Click the Dropdown Arrow on the correct year and Click the appropriate letting

- Under Proposal information click Expedite bid items.

- Point to and Click the file of the appropriate Project/file you wish to download (the files are named by the letting date then call number, original projects have .EBS extension and Addendums have a numeric extension that corresponds with the addendum number).
  At this point different web browsers may vary somewhat, but the intent is to save the data to your local computer's hard disk. Follow your on-screen instructions.

- It is recommended that you save these .EBS & addendum files in the C:\Expedite folder that was created when the Expedite program was installed.

- **It is important to download each addendum file individually & that they be stored in the same location as the .EBS files**

    (If the same file already exists in the folder, a message will ask if you want to replace it" close the message box by clicking on the appropriate button.

       To download more bid items, repeat the last three processes**.**

Launching and Using Expedite Bid

- Go to the Start button on the lower left portion of the screen

- Point to and Click "Start"

  - Select Programs
  - Select Expedite
  - Select Expedite Bid 5.6b.exe

  (OR) Point to and Click the Expedite Bid 5.6b icon on the desktop

- Click the open Proposal tab

- Navigate to the correct folder location and select the project you wish to open

- At this point the program will notify you if any addendums have been downloaded & that the addendums will be applied to this project.

- Select OK to open the project

- The Project Folders will be on the left side of your screen and will be colored red until that folder is completed and all requirements met, At that time they all will turn green.

- When all forms are acceptable the bid packet can be printed (if printed before all requirements are met the front page will notify you that your bid "**Contains bid errors**"

- When all errors are corrected and the front page shows none, the bid should be printed and saved to disc. (if a CD is used the file should be saved to your hard drive and then burned to a CD with a separate software)

  IT IS IMPORTANT TO KEEP THE EXPEDITE DEFAULT FILE NAME, AS IT IS THE FILE THAT BEING USED BY KYTC. Example: 31Dec100.EBS

- The documents printed in the bid packet can replace some of the documents contained in your proposal; the documents not produced by Expedite will have to be taken from the proposal and filled out for submission.

- The bid packet and the disk produced by Expedite are now to accompany the proposal for submission to KYTC.